SAWA MEETING MINUTES

December 17th, 2020
Meeting Location:
1835 Chicago Avenue, Suite C
Riverside, CA 92507
9:00 A.M.

BOARD ADMNISTRATIVE ITEMS

I. CALL TO ORDER

Vice-Chairperson Parkes called the meeting to order at 9:01 A.M.

II. INTRODUCTIONS

(Via Zoom Conference Call)
Mandy Parkes – IERCD; Kerwin Russell – RCRCD; Dick Zembal – OCWD; Brett Mills – SJBRCD; Brian Brady – SAWA; Jennette El Morsy – SAWA; Greg Powers – Jackson Tidus; Melody Aimar – SAWA; James Law – SAWA; Rick Neugebauer – TEAMRCD;

III. PUBLIC INPUT

PUBLIC INPUT – Oral communication from the public audience on any subject matter within SAWA's subject matter jurisdiction. There was no public input at this time.

IV. CONSENT CALENDAR

a. Approve Minutes for November 19, 2020
b. Approve Financial Statement for November 2020

Director Mills moved to approve the consent calendar as presented. Director Russell seconded and the motion passed unanimously, 4-0

Neugebauer	*Absent*	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

V. DISCUSSION ITEMS

a. ILF Project – Brian Brady

Mr. Brady reported that there are no new updates at this time with everything being in lockdown.

b. Treasurer's Report – Dick Zembal

Mr. Zembal reported that everything is looking good.

VI. ACTION ITEMS

a. Discussion and Possibly Accept, Receive and File Auditor's Report for the 2019 Financial Statement

Mr. Brady reported that State and Federal law require that SAWA, in order to maintain its 501 c 3 tax exemption status, have its annual financial statements audited. Singer Lewak prepared 2019 Financial Statements Audit Report and Correspondence. Mr. Brady recommends that the Board accept the 2019 Financial Statements Audit Report. Further, if accepted, that the Audit Report be received and filed with SAWA Corporate Records.

Director Mills moved to accept receive and file the auditor's report for the 2019 Financial Statement. Director Zembal seconded and the motion passed unanimously, 4-0

Neugebauer	*Absent*	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

b. Discussion and Possible Approval of Proposed Budget for 2021
Mr. Brady reported that the proposed budget for 2021 has been prepared for Board review and recommended changes to revenues and expense items. This budget contains a full revenue and expense accounting for the MSHCP program. The proposed budget does include a 2.5% merit increase in employee salaries based on performance reviews. Additionally, staff is recommending a 1.7% COLA increase to salary range steps based on Department of Labor Bureau of Statistics CPI for the Riverside Area (provided by District Accountant). Mr. Brady recommended that the Board approve the proposed 2021 budget.
Mr. Neugebauer entered the meeting via Zoom conference call during discussion of 2021 proposed budget.
Director Parkes moved to approve the proposed budget for 2021 as presented. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

c. Discussion and Possible Approval of SAWA Holiday and Board Meeting Calendar for 2021
Mr. Brady reported that the SAWA Employee Handbook requires that the holiday schedule be review and approved by the Board of Directors annually. The calendar presented to the Board identifies the dates on which the holidays prescribed in the SAWA Employee Handbook will be observed in 2021. Additionally, the SAWA Bi-laws specify monthly general meetings and the meeting at which the Officer elections will take place. The calendar also identifies the dates for the SAWA Board general meetings and election of Officers. Mr. Brady request Board approval of the calendars holiday dates which SAWA will observe and be closed for business, and the dates on which the Board will conduct its general meetings and hold officer elections for 2021.
Director Zembal moved to approve the Holiday and Board meeting calendar for 2021 as presented. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

GENERAL ITEMS

VII. SAWA PROJECT REPORTS

a. Brian Brady, Executive Director – SAWA
Mr. Brady reported on the completed 2021 SAWA operating budget, SAWA's Draft 2019 Financial Audit and the MSHCP change order #1 that has been submitted to RCA for COVID related expenses for $74,539.

b. Kerwin Russell – RCRCD
Mr. Russell reported on restoration areas that need rain.

c. Dick Zembal – OCWD
Mr. Zembal reported on the Prado fire.

d. Rick Neugebauer – Temecula-Elsinore-Anza-Murrieta RCD
Mr. Neugebauer reported Newt Parkes has been confirmed by the Board of Supervisors to serve as a Director for TEAMRCD.

e. Mandy Parkes – Inland Empire RCD
Ms. Parkes reported that Ms. Aimar has agreed to conduct a virtual training for IERCD field staff and NRCS staff early next year. IERCD is moving forward with forestry work. IERCD recently welcomed a Forestry Program Lead.

f. Brett Mills – San Jacinto Basin RCD
Mr. Mills did not have any updates at this time.

g. Bonnie Johnson – OCWD
Absent

h. Jennette El Morsy, Administrative Services Manager – SAWA
Ms. El Morsy reported on AR November invoices totaling $376,950.09. Ms. El Morsy also reported on the completed financial audit, 2021 draft financial budget and preparing for year end. Ms. El Morsy added that vendor list are being reviewed for W-9's and staff evaluations are being done. Ms. El Morsy is working on recruitment of seasonal MSHCP Field Biologist and HRS Restoration Technicians. COVID-19 update: replenish safety supplies & VPN access for staff as needed.

i. James Law, Habitat Restoration Services Manager – SAWA
Mr. Law reported on the ongoing ILF, Riverside Flood Control Project for fall 2020, Benton Channel planning, potential new job at Greer Ranch for TEAMRCD, Carbon Canyon Fire Safe Council & City of Chino Hills Palms and RLC Orange Crest Hills. Mr. Law also updated on other work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS dept. conducted homeless monitoring.
- Riverside-Corona RCD: The HRS dept. conducted treatments at the following: Quail Run Phase II, SAR Dump to Van Buren, Temescal, Mockingbird MCB, RLC Alessandro Arroyo 1.52, RLC Meridian, SAWPA Van Buren Bridge, and HH.
- Inland Empire RCD: The HRS dept. conducted treatments at: City of Chino Hills Hickory Creek, CDFW unassigned, Sunnyslope, HH, SBVMWD Lakeview, Prop 84, Reach 3B and WVWD Cactus Basin #2.
- San Jacinto Basin RCD: The HRS dept. conducted treatments at Wolfskill 1.2 and Wolfskill 1.47.
- Orange County Water District: The HRS dept. conducted treatments at: Prop 84, Santiago Phase II, Irvine Park and CDFW unassigned.

j. Melody Aimar, Biological Programs Manager – SAWA
Ms. Aimar reported on MSHCP dept. working from home, staggering in office and using personal vehicles and SAWA trucks. Mr. Campanella is managing remote workflow. Ms. Aimar is reviewing virtual training/workshop opportunities. Ms. Aimar and Mr. Campanella completed the 2019 annual report, which is still under review. Species occurrence dataset is complete. Ms. Aimar and Herp Lead to collaborate with FWS (Will Miller) and other NCCP's on region-wide herp monitoring. Ms. Aimar attended the monthly RCA Managers Meeting. An announcement for the Seasonal Biologist has been posted on the SAWA website, so far there have been three applicants. Ms. Aimar, Mr. Campanella and well as one Lead and two Biologists have attended the TWS conference virtually. Ms. Aimar also updated on other MSHCP dept. work including:

- Rare Plants: Rainbow Manzanita surveys complete and Engelmann Oak surveys in progress.
- Purple Martin: Training and scouting in progress.

- California Spotted Owl: Training and scouting in progress.
- White-tailed Kite: Habitat analysis poster accepted by TWS.
- Herps: Potrero ACED Herp array's closed for winter. Mountain snake surveys done.
- Mammals: LAPM trapping complete, report in progress.
- Clinton Keith Overcrossing: Camera traps at overcrossing/undercrossing.
- Data/GIS Analysis: ArcGIS online training, for Ms. Aimar, Mr. Capanella and Leads. QC 2020 datasets in progress.

Ms. Aimar reported on WHMS dept. including submitted proposed 2021 budget. Biologists working from home. BHCO – Winter traps open at Prado/San Jacinto dairies. BHCO – researching new trap locations and trap repair/build. Vireo – Draft Report submitted to agencies for comment. CAGN - regulatory reporting near complete. WVWD – BUOW survey. Biologists monitoring Prop 84 Arundo removal – on hold. California Least Tern – data submitted to CDFW – complete. Vireo Noise Study in San Tim – SBCTA. Training: ArcGIS; technical writing course. Manager review virtual training/workshop opportunities. TWS conference. Staff Zoom meeting. Ms. Aimar also updated on work within individual member agencies jurisdictions:

- Inland Empire RCD: Devil's Canyon Project – check wildlife cameras – coverboards. Goose Creek Vireo - data analysis complete.
- Orange County Water District: Prop 84 Arundo biomonitoring = on hold. Bat/Swallow diet study- DNA sampling complete – awaiting analysis. Sunnyslope SAS restoration and substrate surveys – report in progress. Ms. Aimar attends weekly NR meeting.
- Temeucla-Elsinore-Anza-Murrieta RCD: No work this month.
- Riverside-Corona RCD: No work this month.
- San Jacinto Basin RCD: No work this month.

VIII. BOARD MEMBER COMMENTS

There were no Board Member comments at this time.

IX. NEXT MEETING – January 28, 2021 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507 and remotely via Zoom.

X. ADJOURN – The meeting was adjourned at 9:55 A.M.

Notice: All open session agenda materials will be available for inspection by members of the public at the SAWA office located at 1835 Chicago Avenue, Suite C, Riverside, CA 92507. Please contact Maria Arellano at (951) 780-1012 x106 for this information (Government Code Section 54957.5). In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the Administrative Services Manager at (951) 780-1012 x101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

Please post 72 hours before meeting